Office of Naval Research – Code 34
2016 Annual Progress Report Content Requirements and Web Site Navigation Instructions

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Questions: onrannualreports@navy.mil

Introduction

- The Annual Progress Report is a formal document describing ONR-funded research. The Report is used by Program Officers to assess the progress on your project, develop and defend research programs at ONR, and coordinate research with other Department of Defense (DoD) and Federal agencies

- This document provides instructions for submission of, and the contents required for, annual reports on awards managed by Program Officers in ONR 34, Warfighter Performance Department. (*Note: Other Departments at ONR may have different requirements.)*

- Instruction summary for annual progress reports:
    - A report is required for EACH award funded by ONR 34.
    - The report should summarize work performed between 1 June and 31 May of a given reporting year.
    - Report elements include:
        - (1) a technical report (.doc or .docx), to include productivity and award participants - **(required)**
        - (2) a viewgraph (.ppt or .pptx) - **(required)**
        - (3) preprints, reprints, abstracts, and technical reports (.pdf or .zip) - **(strongly recommended)**
    - Do NOT include proprietary, patentable, or otherwise sensitive information in materials submitted as they may be published by ONR.
    - Submit the report via our website: https://onroutside.onr.navy.mil/aspprocessor/onr_annualreport/default.asp
    - **Deadline**: 30 July 2016.

- Please direct questions to your Program Officer or send an email to onrannualreports@navy.mil.

Technical Report Content Requirements

- The Technical Report **should be in MS Word format** (.doc or .docx). (Note: *Other file formats should be approved by your ONR Program Officer prior to submission.*)
- The Technical Report shall be uploaded to the website .
- The required sections of the technical report are provided below.

I. Heading
- A. PI Name
- B. Organization
- C. ONR Award Number
- D. Award Title

II. Scientific and Technical Objectives
- A. Summarize the current project objectives noting if they deviate from those listed in the original proposal.
- B. Suggested word limit: 200 (< 1/2 page)

III. Approach
- A. Summarize the current project approach noting if/how the current approach deviates from the original proposal.
- B. Suggested word limit: 200 (< 1/2 page)

IV. Concise Accomplishments
- A. Briefly summarize accomplishments from the current reporting period and briefly note the significance of data/results.
- B. Suggested word limit: 200 (< 1/2 page)

V. Expanded Accomplishments
- A. Describe in greater detail the progress achieved during the current reporting period and include the significance of data/results.
- B. You are encouraged to include graphs, charts, and photos.
- C. No word limit.

Technical Report Content Requirements (cont'd)

VI. Work Plan
    A. Describe the objectives you intend to achieve and the approaches that will be taken during the next reporting period.
    B. Detail any changes from the original proposed work plan.
    C. Suggested word limit: 500 (~ 1 page)

VII. Major Problems/Issues (if any)
    A. Explain any problems that significantly affected the research plan or impacted expenditure rate during the current reporting period. (Examples: late receipt of funds, loss of personnel, technique didn't work, etc.)
    B. Suggested word limit: 250 (~ 1/2 page)

VIII. Technology Transfer
    A. Technology Transfer is an important measure of the impact of scientific and technical endeavors. ONR Program Officers use this information to highlight the technological payoffs that can emerge from investments in research.
    B. Describe any recent (last two years) direct or indirect interactions you have had with the Navy, other DoD services, Congress, the media or industrial scientists and engineers related to Technology Transfer.
        1. For example, describe interactions that resulted in transitioning knowledge, methodology, data, software, or any other developments produced or directly derived from your ONR support.
        2. Stress development paths of actual products including commercialization.
    C. Describe any R&D intellectual property transactions such as the licensing of patented technology or the establishment of Cooperative R&D Agreements (CDRAs) resulting from the ONR-funded project.
    D. If ONR-funded R&D has been successfully transitioned or leveraged to obtain funds from another source (e.g., DARPA, industry, NSF), please provide a brief description of the accomplishment.
    E. If Technology Transfer occurred without such interactions, please describe that as well.
    F. Describe any future plans you have for Technology Transfer of ONR-funded R&D.
    G. Suggested word limit: 500 (~ 1 page)

Technical Report Content Requirements (cont'd)

IX. Foreign Collaborations and Supported Foreign Nationals

X. Productivity: In this section, document all journal articles, books/chapters, technical reports, patents, etc. **that   resulted from the research funded by your ONR award during this reporting period**. Types of Productivity to be documented are listed below.

    A. <u>Refereed Journal Articles</u>
        1. Only include articles that were submitted, in-press, or published during the current reporting period and **that resulted from the research funded by this award**. Specify the status for each entry (e.g.: Submitted, In Press, Published)
        2. Follow Counsel of Biology Editors (CBE) citation format as shown below.
            • Author(s). Year. Article title. Journal title volume number (issue number):inclusive pages.
            • e.g.: Steiner U, Klein J, Eiser E, Budkowski A, Fetters LJ. 1992. Complete wetting from polymer mixtures. Science 259:1122-9 (status)
    B. <u>Non-Refereed Significant Publications</u>
        1. Only include articles that were submitted, in-press, or published during the current reporting period and **that resulted from the research funded by this award**. Specify the status for each entry (ex: Submitted, In Press, Published)
        2. Follow Counsel of Biology Editors (CBE) citation format as shown below.
            • Author(s). Year. Article title. Journal title volume number (issue number):inclusive pages.
            • e.g.: Steiner U, Klein J, Eiser E, Budkowski A, Fetters LJ. 1992. Complete wetting from polymer mixtures. Science 2591122-9 (status)

Technical Report Content Requirements (cont'd)

C. <u>Books or Chapters</u>
1. Only include articles that were submitted, in-press, or published during the current reporting period and **that resulted from the research funded by this award**. Specify the status for each entry (ex: Submitted, In Press, Published)
2. Follow Counsel of Biology Editors (CBE) citation format as shown below.
   - Author(s). Year. Book title. Place of publication: Publisher name. Part or Chapter Title; Page numbers for part or chapter.
   - e.g.: Hebel R, Stromberg MW. 1976. Anatomy of the laboratory rat. Baltimore: Williams & Wilkins. Part   C, Digestive system; 43-54 (status)

D. <u>Technical Reports</u>
1. Only include articles that were submitted, in-press, or published during the current reporting period and **that resulted from the research funded by this award**. Specify the status for each entry (ex: Submitted, In Press, Published)
2. Follow Counsel of Biology Editors (CBE) citation format as shown below.
   - Author(s) (performing organization). Date of publication. Title. Place of publication: Publisher or sponsoring organization. Report number. Contract number. Total number of pages. Availability statement.
   - e.g.: Cooper LN (Department of Physics, Brown University, Providence RI). Theoretical and experimental research into biological mechanisms underlying learning and memory. Final progress report 1 Aug 88-31 Jul 89. Washington: Air Force Office of Scientific Research; 1990 Apr 24. Report nr AFOSR-TR-90-0672. Contract nr AFOSR-88-0228;2305;B4. 19 p. Available from: NTIS, Springfield; AD-A223615 (status)

Technical Report Content Requirements (cont'd)

   E. <u>Workshops and Conferences</u>
1. If you contributed an abstract, presentation, poster, or were published in a conference proceeding during the current reporting period **as a result of this ONR funded research**, provide the reference here. Specify the status for each (Options: Invited, Contributed)
2. Follow Counsel of Biology Editors (CBE) citation format as shown below:
   - Last Name and Initial(s) of Editor, [followed by last names and initials of other editors, if any], editor(s). Year of publication. Title of proceedings. Title of Conference; Year Date Month of Conference; Place of Conference. Place of Publication: Publisher. Number of Pages.
   - e.g.: Irvin AD, Cunningham MP, Young AS, editors. 1981. Advances in the control of Theileriosis. International Conference held at the International Laboratory for Research on Animal Diseases; 1981 Feb 9-13; Nairobi. Boston: Martinus Nijhoff Publishers. 427 p.

   F. <u>Patents</u>
1. Include all patents in process **that result from the research funded by this award** during this reporting period. Specify the status for each entry (Options: Disclosure, Pending, Granted)

   G. <u>Awards/Honors</u>
1. Include all awards/honors **received during the current reporting period**.

XI. Award Participants: In this section, document all military personnel working on the project AND people receiving salary support from this ONR award **during the reporting period.** Undergrads not receiving salary support should also be reported.

Viewgraph Content Requirements

To provide the Department with material to defend and support current and future research, a one-page, five-part viewgraph is required and is meant to provide an overview of your project. **The Required Viewgraph shall be uploaded to the website.**

- The five-part viewgraph **must** contain the following information in bullet form:
  - Objective
  - Approach
  - Accomplishment(s) – including patents or patent disclosures
  - Impact / S&T Transition(s)
  - A visual aid/figure at a resolution suitable for printing.

- **Viewgraph format: MS PowerPoint (.ppt or .pptx). Other file formats should be approved by your ONR Program Officer prior to submission.**

- An example viewgraph is found on the following page. **(Note: *Font sizes can be adjusted as needed.*)**

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Color Distribution in <u>Pisum</u> <u>sativum</u>
Gregor J. Mendel, Brno Monastery

Objective:

•Investigate patterns of color distribution in hybridized <u>Pisum</u> <u>sativum</u>

Approach:

•Plants are grouped and netted to prevent pollination

•Flower color is recorded

•Cross- or inter-fertilization conducted on mature flowers

•Resultant pea pods are grouped as to morphology and counted

Accomplishments:

•One cross-fertilization cycle successfully completed

•Violet color appears dominant over white color as expected

Impact / Transitions:

• CRADA established with Hybrid Genome, Inc.

• Transition to DARPA "SLIME" Program (J. Bielitski , Program Manager)

Document Upload Screen

Award Number, PI name, and PI email are not generated by our system. Please enter first name followed by last name in the Investigator fields.

Confirmations of successful document upload are sent to the address typed into this field.
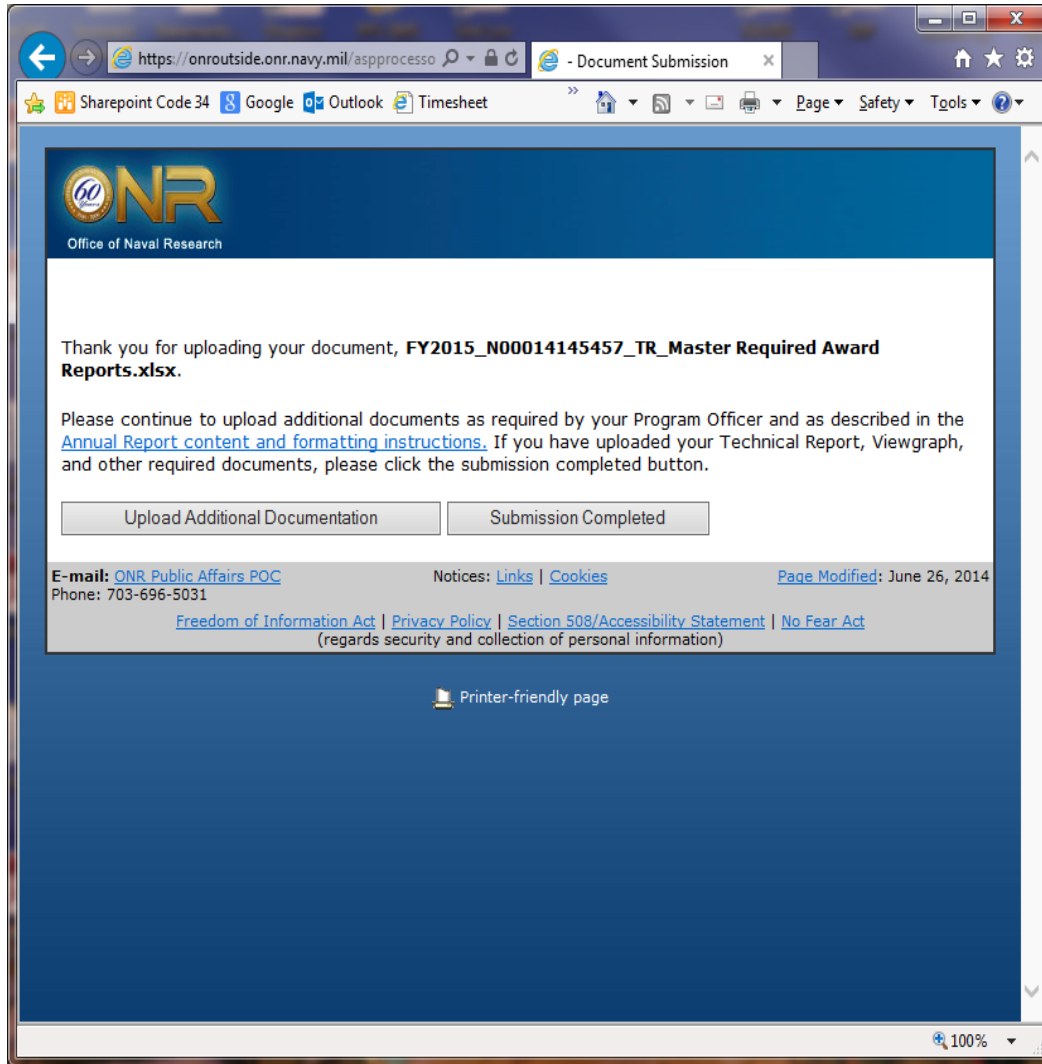
Select the type of document you are uploading from this list.

Use MS Word for the technical report and MS PowerPoint for the viewgraph. PDFs and Zipped files are acceptable for uploading reprints of papers, etc.

Browse to find the document on your computer

Click "submit" to upload your document

Document Upload Confirmation Page

This screen is displayed if your file was successfully uploaded. You will also receive confirmation of successful upload to the email address provided on the Document Upload Form.

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Thank you for your submission

Once you get to this screen you have completed the annual reporting process for this reporting period.